

Information Systems Schedule

Basic Charge Items

Analysis and Programming (Applications)	\$35.07/Hr
Data Entry Services	\$16.67/Hr
CICS Transaction	\$.0011/Transaction
COOL: Gen CPU	\$.0393/1000 Service Units
CPU	\$.0215/1000 Service Units
Data Storage Mgmt	\$.0274/GB Day
DB2 CPU	\$.004/1000 Service Units
Disk Storage	\$.4534/GB Day
Laser Duplex Print	\$.0252/Printed Feet
Laser Print	\$.0315/Printed Feet
Lines (Impact)	\$.3758/1000 Lines
Minimum Monthly Charge for All Services	\$65.00

Schedule for Non-Public Information

Item	Fee
Paper Copy	\$3.00 first page of a document – 50¢ each additional page
Recording Tape	\$5.00 first cassette – \$2.00 each additional cassette
Certificate Authenticating Copy	\$3.00 each certificate
Production and Processing Fee	\$25.00 per hour, if applicable.
Account Research and Recovery	\$100.00 per request.

Payment

Checks should be made payable to the “Division of Employment Security”. If you request the copies in person and pay with cash, you will be issued a receipt.

When copies are requested by mail, payment should be made by check or money order only. The chart shown previously can be used to estimate the payment due. You will receive a billing for any additional amount due. Payments in response to a billing should be returned to Confidential Information Coordinator, Missouri Department of Labor and Industrial Relations, P.O. Box 59, Jefferson City, MO 65104-0059.

Authority

The fee schedules in this pamphlet are published as authorized by Regulation 8 CSR 10-2.020. This regulation implements Sections 288.220.5 and 288.360.3 of the Revised Statutes of Missouri.

Confidential information will only be furnished in accordance with the provisions of Section 288.250 RSMo.

Fees shown are based upon the estimated cost for furnishing such copies. Information is provided by the Division as a service to the public only with no provisions for profit to the Division or to the State of Missouri.

All money received will be deposited in the Unemployment Compensation Administration Fund.

Obtaining Information from Division of Employment Security Records



This pamphlet will serve as a general guide to:

- The types of records maintained;
- Information which can be released;
- The charges for furnishing information;
- Who can obtain information;
- How information can be obtained; and
- Payment procedure.

Records Maintained

The Division receives four main types of information:

- Employee Wage Information – This is obtained from employers and includes identities of employees and wages paid.
- Employer Information – This is obtained from employers and includes the employer's name and address, number of employees or size code, account number, industry code and county code.
- Claimant Information – This is obtained from persons filing claims for unemployment benefits and includes information regarding their eligibility.
- Public Records – This is any record retained by the Division prepared and presented to the Division by a consultant or other professional service paid for in whole or in part by public funds.

Information Available

The majority of the Division's records are confidential. Information obtained from an individual employer or claimant is confidential and cannot be published or opened to public inspection.

Statistical information which does not identify a specific employer or claimant and information determined to be a public record is available.

Who Can Obtain Information

Upon receipt of a written request from a claimant or the claimant's authorized representative, the Division will supply any information previously submitted by the claimant, and the claimant's benefit payment history. Upon receipt of

a written request from an employing unit or its authorized representative, the Division will supply any information previously submitted by the employing unit, and information concerning the payment of benefits from the employer's account and the unemployment compensation fund.

Any claimant can obtain information from the Division's records to the extent necessary to properly prepare a claim for unemployment compensation benefits.

Any employer can obtain information to the extent necessary to properly protest employer liability.

Any claimant, claimant's representative, employer, other interested party or their attorney who makes a written request, can obtain information necessary to properly prepare for any proceedings before an Appeals Tribunal.

Public employees can obtain information from Division records when authorized in connection with the performance of their public duties.

Anyone can obtain general statistical information or copies of public records.

How Information Can Be Obtained

Employers and claimants can obtain any information authorized to be released to them by writing to the Division at the address below.

If the matter is pending before an Appeals Tribunal, the information can be obtained by writing to the Appeals Section at the address below, or the address shown on the notice of hearing. A claimant's representative must also submit a signed statement by the claimant acknowledging appointment of the representative.

If the information sought is to be sent to someone other than the claimant or the employer and the information is not necessary to pursue a claim for unemployment benefits or protest employer liability, the request must be submitted on the Division's records release forms. If the request concerns claimant information the request must be on Form MODES-4384, Claimant Records Release Authorization. If the request concerns employer information the request must be on Form MODES-

4385, Employer Records Release Authorization. These forms are available on the Division's Internet home page at: <http://www.dolir.state.mo.us/es/index.htm>.

Public agencies wishing to obtain information about someone else should contact the Division for specific requirements. A contract may be required in this situation.

The address for obtaining information is:

Missouri Department of Labor
and Industrial Relations
Division of Employment Security
P.O. Box 59
Jefferson City, MO 65104-0059

A more specific first line added to this address will speed processing. Requests for confidential information and public records should be addressed to the "Confidential Information Coordinator". "Appeals Section" should be added to all requests concerning matters pending before an Appeals Tribunal.

Charges

Claimants who require copies of Division records necessary to prepare an appeal may be furnished the necessary documents without cost until such time as their cases have been resolved by a decision or order which has become final.

Certain federal and state agencies will be furnished information without charge as authorized by statutes and regulations.

Each request for information will be reviewed on its own merit. It will then be decided whether or not payment is due.

A research fee will be charged when time is spent gathering information from more than one source and/or when purged records must be recreated by data processing.

Two fee charts follow – one for work by Information Systems and one for paper copies and tapes.